



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

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Gray Davis
Governor

MEMORANDUM

TO: Honorable Members of the Air Resources Board
Career Executive Appointees to the Air Resources Board
Exempt Appointees to the Air Resources Board
All Filers of the Statement of Economic Interest (form 700)

FROM: Jim Catania, Chief
Human Resources Branch

DATE: October 10, 2003

SUBJECT: **IMPORTANT REMINDER: ETHICS ORIENTATION DEADLINE NEARS**

Government Code sections 11146 – 11146.4 require state agencies to conduct ethics orientations for all state officials and employees who file the Statement of Economic Interest (form 700). Officials must complete an initial orientation within six months of appointment and a reorientation every two calendar years. As advised earlier in 2003, most officials and employees need to take or retake the orientation by December 31, 2003.

The orientation is presented in a video tape format or an internet format. Prepared by the Attorney General's Office and the Fair Political Practices Commission, the video presentation and internet course contain the core content of laws and regulations concerning the conduct of state officials. You may borrow a copy of the ethics orientation video from the Air Resources Board (ARB) Training Officer, Shelly Chinn (telephone: 916-327-2565). The video orientation will take about two hours to complete. The Internet course is on the website for the Attorney General's Office at <http://caag.state.ca.us>.

As a supplement to the video and internet courses, the ARB has adopted a Statement of Incompatible Activities to comply with Government Code section 19990. Although the video and internet courses discuss the general requirements of Government Code section 19990, you will need to familiarize yourself with the requirements specific to the ARB. The ARB's Statement is available at <http://inside/asl/87-06.htm>.

The law requires that state agencies maintain records of who has completed the orientation or reorientation, including the official's title and date of course completion. Therefore, you will need to complete and return a copy of the attached affirmation of course completion or, if you completed the orientation through the Internet, please send a copy of Internet Certification of Completion to:

Ms. Shelly Chinn
Administrative Services Division, 20th Floor
Air Resources Board
P. O. Box 2815
Sacramento, CA 95812

After you complete the orientation, please be aware that as questions arise about the application of the ethics laws to your own circumstances, additional legal advice may be needed because the law is complex and is always dependent on the specific facts of a given situation. Please contact Staff Counsels Diane Moritz Johnston or Victoria Davis, at telephone 916/322-2884, if you have questions about applying the ethics laws.

Please contact Ms. Shelly Chinn at 916/327-2565 for a copy of the ethics orientation video or the ARB's Statement of Incompatible Activities.

cc: Victoria Davis, Office of Legal Affairs
Diane Moritz Johnston, Office of Legal Affairs
Socorro Watkins, Administrative Services Division
Kathleen Walsh, General Counsel

Affirmation of Completion of Core Course & Reading ARB's Incompatible Activities Statement

**Affirmation of Completion of Core Course and
Reading ARB's Incompatible Activities Statement**

Under California law I am an official or employee required to take the ethics orientation course pursuant to Government Code section 11146.1. I affirm that I have taken the core course as available on the Internet or that I have viewed a copy of the core course video. I also affirm that I have read the Air Resources Board Incompatible Activities Statement (Administrative Services Letter 87-06). I affirm this to be true:

Date

Signature

(Print name)

(Print Title and Agency)

Return this Affirmation to:

Shelly Chinn
Administrative Services Division, 20th Floor
Air Resources Board
P.O. Box 2815
Sacramento, CA 95812